

Xe Global Business Payments

External authorization access

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Add External Service Provider

- Navigate to:
- **“Company” > “Admin” > “External Authorizations”**
- Click **“Add”**

 Xe Pay API - Sandbox

Top level ▾

 Company ▾

Q Search 

External authorizations

Add

Done

Export ▾

[Clear all filters](#)

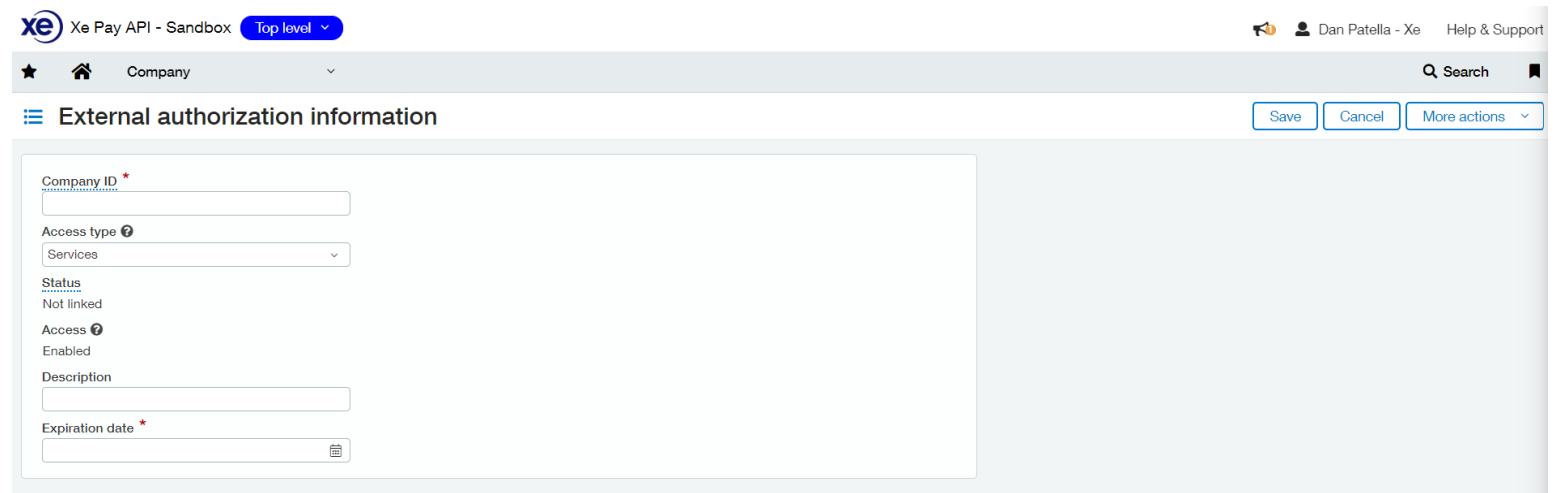
(1 - 2 of 2)

	Company ID	Company name	Access type	User ID	Access	Expiration date
Edit View	Customer support	Customer support	Support	intacct	Expired	08/28/2023
Edit View	bterrellgroup	BTerrell Group,LLP	Practice	CPAUser	Active	

External authorization information

- In the Company ID field type **"bterrellgroup"**
- Company Use the drop-down list in the "Access type" field to select "Services"
- You have the option to add text in the "Description" field but it is not required
- In the "Expiration date" field, set a date in which the external access will expire

*The expiration date cannot exceed 90 days



The screenshot shows the 'External authorization information' form in the Xe Pay API - Sandbox interface. The form is titled 'External authorization information' and includes a 'Save' button, a 'Cancel' button, and a 'More actions' dropdown menu. The form fields are:

- Company ID ***: A text input field.
- Access type ?**: A dropdown menu with 'Services' selected.
- Status**: A dropdown menu with 'Not linked' selected.
- Access ?**: A dropdown menu with 'Enabled' selected.
- Description**: A text input field.
- Expiration date ***: A date picker field.

External Users & Admin Privileges

You have not completed the steps to provide the implementation team access. Now you need to ensure the admin level is correct for the External Services user.

- Navigate to:
- **"Company" > "Admin" > "External Users"**
- Click **"Edit"** next to the external Company ID


Xe Pay API - Sandbox

Top level



Dan Patella - Xe

Help & Support

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Company

▼

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Search

🔖

External users

Done

Export ▼

☐
Include inactive

Clear all filters

(1 - 10 of 10)

	Company ID ▼	Default user	User ID	Username	User type	Admin privileges	Permissions report
<a>Edit <a>View	bterrellgroup	✓	CPAUser	Practice Member	Business	Full	
<a>Edit <a>View	bterrellgroup		ExtUser bterrellgroup aj.gregg	aj.gregg	Business	Full	

Disabling External Authorization

- Navigate to:
- **"Company" > "Admin" > "External Authorizations" > "Edit"**
- Select the Access drop-down list and click **"Disabled"**

The screenshot shows the 'External authorization information' page in the Sage Intacct interface. The page header includes the 'xe' logo, 'Xe Pay API - Sandbox', and a 'Top level' dropdown. The breadcrumb trail is 'Company > Admin > External Authorizations > Edit'. The 'Access' dropdown menu is open, showing 'Enabled' (selected) and 'Disabled' options. The page includes fields for Company ID, Company name, Access type, User ID, Status, and Expiration date.

Company ID	Customer Support
Company name	Customer Support
Access type	Support
User ID	intacct
Status	Linked
Access	Enabled
Expiration date	08/28/2023

Contact Us

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